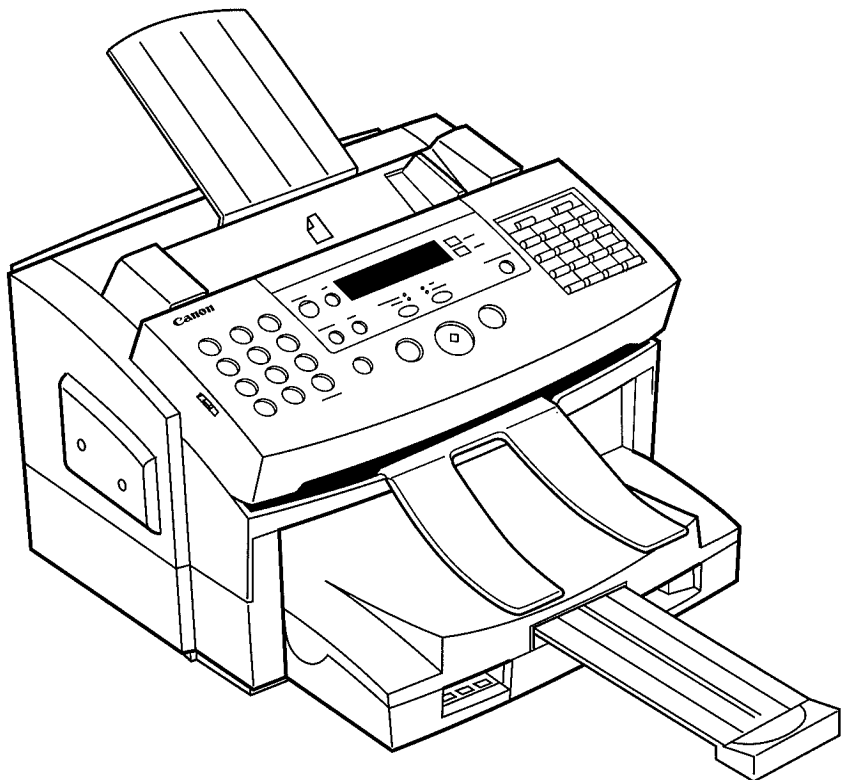


Canon

MultIPASS™ C30

User's Fast Guide

Use the electronic User's Guides for full details.



ENGLISH



This CE Marking shows compliance of this equipment with Directive 73/23/EEC and Directive 89/336/EEC (as amended by Directive 92/31/EEC), both as amended by Directive 93/68/EEC.

L'estampille CE indique que ce matériel est conforme aux dispositions de la Directive 73/23/CEE et de la Directive 89/336/CEE (modifiée par la Directive 92/31/CEE), toutes deux modifiées par la Directive 93/68/CEE.

Diese CE-Markierung weist darauf hin, daß dieses Gerät mit Richtlinie 73/23/EWG und der durch Richtlinie 92/31/EWG geänderten Richtlinie 89/336/EWG übereinstimmt, die beide durch Richtlinie 93/68/EWG geändert wurden.

Denne CE-mærkning indikerer, at dette udstyr følger Direktiv 73/23/EU og Direktiv 89/336/EU (som udvidet med Direktiv 92/31/EU), begge som udvidet med Direktiv 93/68/EU.

CE Märkningen visar att denna utrustning följer direktiven 73/23/EEC och 89/336/EEC (komplement till 92/31/EEC) båda som komplement till direktiv 93/68/EEC.

CE merkintä osoittaa tämän tuotteen yhteensopivuuden direktiivien 73/23/EEC ja 89/336/EEC (täydennetty direktiivillä 92/31/EEC) kanssa, joita on täydennetty direktiivillä 93/68/EEC.

Dette CE merket viser at utstyret er i samsvar med EU direktivene 73/23 og 89/336 (med korreksjon av EU direktiv 92/31), begge med korreksjon av EU direktiv 93/68.

Deze CE markering toont aan dat het produkt in overeenstemming is met de richtlijnen 73/23/EEC en 89/336/EEC (zoals geammenteerd door richtlijn 92/31/EEC), welke beide zijn geammenteerd door de richtlijn 93/68/CEE.

Questo contrassegno CE indica che l'apparecchio è conforme alle Direttive CEE 73/23 e 89/336 (successivamente modificata con la Direttiva 92/31), entrambe modificate con la Direttiva 93/68.

Este símbolo CE indica que el equipo cumple con las Directivas 73/23/EEC y 89/336/EEC (según la enmienda a la Directiva 92/31/EEC), ambas según la enmienda de la Directiva 93/68/EEC.

Esta marca CEE indica que este equipamento está de acordo com as Directivas 73/23/EEC e 89/336/EEC (conforme emenda da directiva 92/31/EEC), ambas emendas da directiva 93/68/EEC.

Αυτή η CE σήμανση δηλώνει την συμφωνία της Συσκευής με την Οδηγία 73/23/EEC και την Οδηγία 89/336/EEC (όπως τροποποιήθηκαν από την Οδηγία 92/31/EEC), όπως αμφότερες έχουν τροποποιηθεί από την Οδηγία 93/68/EEC.

Oznaka CE prikazuje, da oprema ustreza predpisu 73/23/EEC, in kot to predpisuje predpis 93/68/EEC.

A CE jelzés tanúsítja, hogy a berendezés megfelel az EEC 92/31 és 93/68 előírásokkal módosított EEC 73/23 és 89/336 követelményrendszernek.

Oznaczenie CE jest potwierdzeniem zgodności niniejszego urządzenia z wymaganiami Dyrektywy 73/23/EEC oraz Dyrektywy 89/336/EEC (zgodnie ze zmianami Dyrektywy 92/31/EEC), obie uzupełnione przez Dyrektywę 93/68/EEC.

Značka CE indikuje, že toto zařízení odpovídá Směrnici 73/23/EEC a Směrnici 89/336/EEC (doplněné Směrnici 92/31/EEC), které byly dále doplněny Směrnicí 93/68/EEC.

Käesolev CE-markeerimine näitab, et antud seade vastab Euroopa Liidu Direktiividele 73/23/EEC ja 89/336/EEC (koos muudatustega vastavalt Direktiivile 92/31/EEC) ning võttes arvesse, et mõlemad direktiivid on muudetud vastavalt Direktiivile 93/68/EEC.

CE marķējums norāda, ka šī iekārta atbilst prasībām, kas iekļautas EK direktīvās 73/23 un 89/336 (ar EK direktīvā 92/31 paredzētajām izmaiņām), kurās veikti labojumi saskaņā ar EK direktīvu 93/68.

Ženklas CE reiškia, kad šis įrenginys atitinka direktyvas 73/23/EEC ir 89/336/EEC (atlikus pataisas direktyva 92/31/EEC), kuriose buvo atliktos pataisos direktyva 93/68/EEC.

Маркировка CE указывает на то, что данное оборудование соответствует Директиве 73/23/EEC и Директиве 89/336/EEC (с изменениями в соответствии с Директивой 92/31/EEC), с изменениями, предписываемыми Директивой 93/68/EEC.

Fax III

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where to find instructions

Checking & Fixing

How to avoid problems and
how to get out of trouble

Paper & Ink

Sheet sizes/weights and
new tanks/cartridges

1

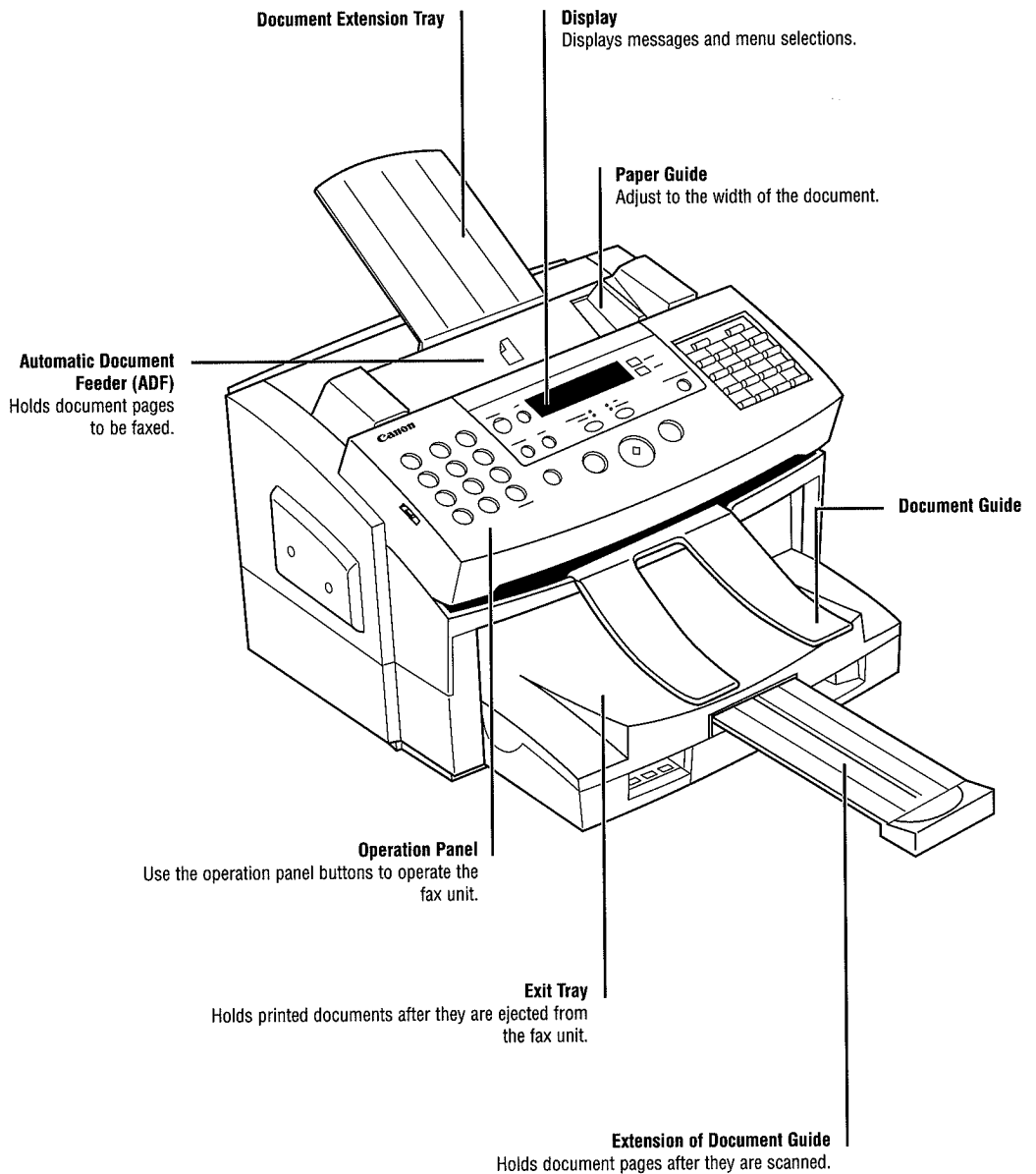
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3

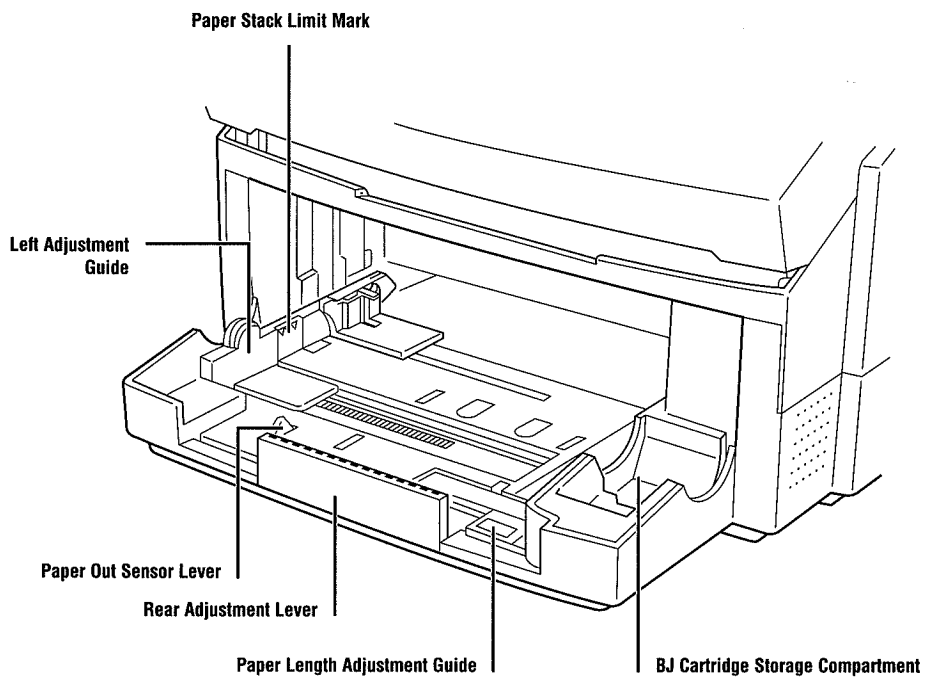
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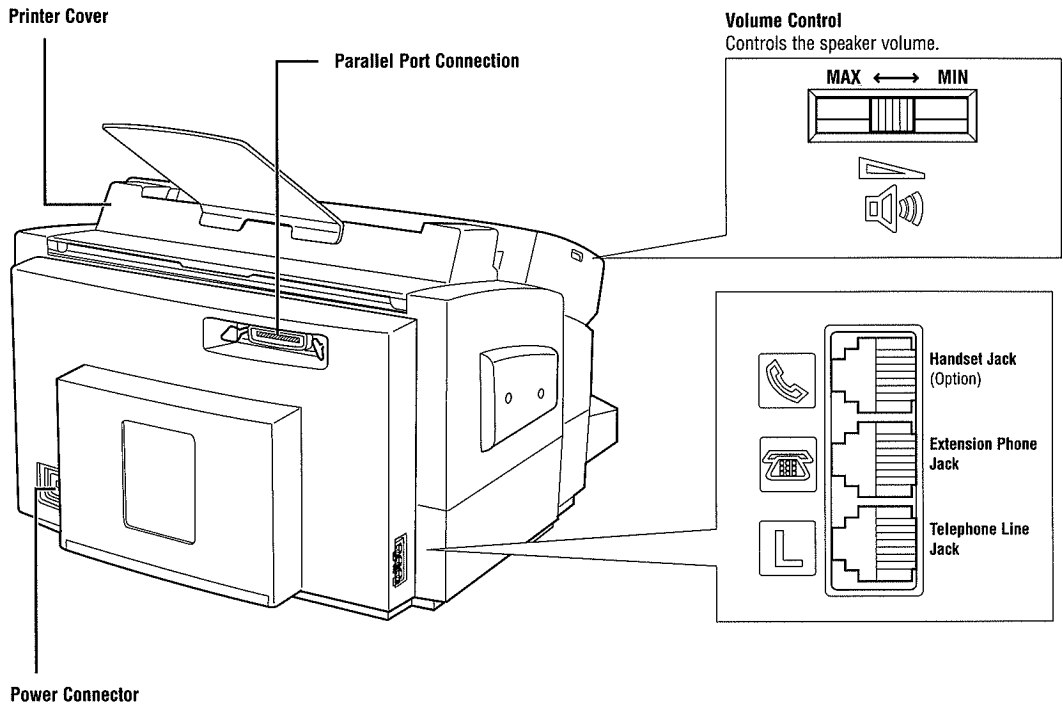
From the Front



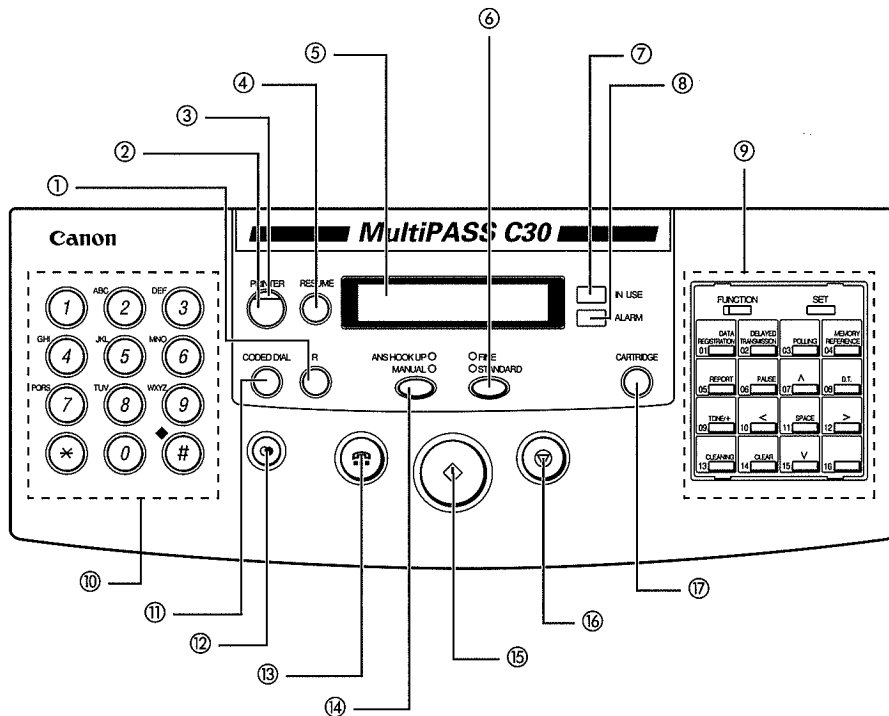
Inside the Paper Tray



From the Back

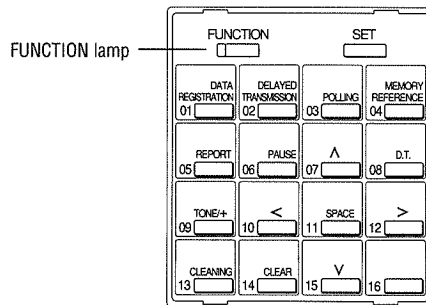


The Operation Panel



- ① **R button**
Press to dial an outside telephone number when the fax is connected through a switchboard (PBX).
- ② **PRINTER button**
Press to bring the printer on or off line.
- ③ **PRINTER lamp**
Lights when printer mode is on.
- ④ **RESUME button**
Press to form feed paper (in printer mode).
- ⑤ **LCD Display**
Displays messages and prompts during operation. Displays selections, text, and names when registering information.
- ⑥ **FINE / STANDARD button**
Use to set resolution for the type of document you want to send.

- ⑦ **IN USE lamp**
Lights when the telephone line is being used.
- ⑧ **ALARM lamp**
Flashes when an error occurs, when the MultiPASS is out of paper or ink, or when received documents are stored in memory.
- ⑨ **One-Touch Speed Dial/Special Function buttons**
Use these buttons for One-Touch Speed Dialling and to perform special operations.
- ⑩ **Numeric buttons**
Use the numeric buttons to enter phone numbers when dialling. These buttons also enter text, numbers, and symbols when registering names and numbers.
- ⑪ **CODED DIAL button**
Press this button and then press a 2-digit number code under which you have previously registered a facsimile or telephone number for Coded Speed Dialling.
- ⑫  **(REDIAL) button**
Press to dial the previous number dialled with numeric buttons.
- ⑬  **(HOOK) button**
Press to dial with the numeric buttons when using manual sending.
- ⑭ **ANS HOOK UP / MANUAL button**
When both lamps are off, the fax is set for automatic receiving. Press and light ANS HOOK UP when an answering machine is connected. Press and light MANUAL for manual document receiving.
- ⑮  **(START/COPY) button**
Press to start sending, receiving, copying, and other operations.
- ⑯  **(STOP) button**
Press to cancel sending, receiving, or registering data, or to cancel any other operation.
- ⑰ **CARTRIDGE button**
Press to move the cartridge holder to the centre position (when replacing the BJ cartridge).



- **FUNCTION button**

Use to select special functions such as Data Registration and Polling. The FUNCTION lamp must be lit to select these functions.

- **SET button**

Use to accept Special Function settings and activities.

The following buttons perform special operations when the FUNCTION lamp is on:

- **DATA REGISTRATION button**

Press to start data registration for facsimile numbers, names, and other important settings for sending, receiving and printing.

- **DELAYED TRANSMISSION button**

Press to start registering a time for delayed sending.

- **POLLING button**

Use for polling receiving.

- **MEMORY REFERENCE button**

Use to delete or resend documents stored in memory, or print a document or a list of documents in memory or memory TX.

- **REPORT button**

Use to print activity reports.

- **Search buttons (^, V)**

Use to scroll through selections during data registration.

- **Cursor buttons (<, >)**

Use to move the cursor during data registration.

- **SPACE button**

Press to enter a space between numbers or letters when you register facsimile numbers and names.

- **CLEANING button**

Use to clean the BJ cartridge print head whenever print quality deteriorates.

- **CLEAR button**

Press during data registration to clear a number or name.

- **TONE/+ button**

Press to use tone dialling, even if your fax is connected through a pulse dial telephone. Press also to enter a + in your facsimile number.

- **PAUSE button**

Press to enter pauses between digits when dialling or registering facsimile numbers.

- **D.T. button**

Press to confirm the dial tone when dialling a telephone number.

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MultiPASS™ C30

User's Fast Guide

Manuals & Diskettes

When and how to use them

1

In addition to this MultiPASS C30 User's Fast Guide:

- ☐ **MultiPASS C30 User's Guide**
electronic version to use on your PC
for full fax unit stand alone details
- ☐ **MultiPASS C30 Desktop Manager for Windows User's Guide**
electronic version to use on your PC
for full PC interface details
- ☐ **MultiPASS C30 Desktop Manager for Windows Software Package**
diskettes which provide the PC interface features

When:

- directed to them by this Fast Guide
- wanting to make fuller use of your MultiPASS C30

How for manuals:

Selected pages can be printed from your PC or you can obtain full printed manuals by contacting a Canon Consumer Information Centre.

1. Load them onto your computer. This only takes a few minutes – simply follow the *CD-ROM instructions*
2. Use your mouse to move from page to page – notice that you can *click on hot words*
3. Note safety statements, trademarks, conditions of use and information on *Using Your Documentation*
4. Scan the **Table of Contents**, including *Appendices list*

Then, if necessary, go to the end of the manual for:

- the **subject index**
- the **glossary** of terms

How for Windows software: follow the **Quick Start** in this **User's Fast Guide**.



We are constantly up-dating the software supplied with products, on diskette and/or CD-ROM. Ask your dealer about our latest releases or contact a Canon Consumer Information Centre.

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MultiPASS™ C30

User's Fast Guide

Quick Start

- Fax Unit Setup • Manual Fax Send/Receive
- Making Copies • PC Setup

2

☐ Unpacking, Initial Setup and Basic Use

- the following pages, which include:
 - loading paper
 - installing an ink cartridge
 - making copies
 - manual fax sending/receiving

☐ PC Interface Setup to start sending, receiving, scanning and printing at your computer

- Unpack and setup as above **and:**

*connect a parallel cable as instructed on page 29 of this **Quick Start** section.*

then refer to the last pages, which are extracts from the other User's Guides to help you to install the software from the diskettes.

MultiPASS C30 Desktop Manager for Windows User's Guide Chapter 2 to install and start using the software from the diskettes.



The other User's Guides are supplied as electronic versions to use on your computer as described in the **Manuals & Diskettes** section of this User's Fast Guide.

Your MultiPASS C30 has many other features which you can select and set to your preferences.

Use Section 3 of this User's Fast Guide to help you ("**Fast Familiarisation**").

Unpacking, Initial Setup and Basic Use to start manually sending/receiving faxes and printing copies.

The following pages have been copied from the other manuals to help you make a quick start before setting up other features. Use this page as your checklist for *each instruction in sequence*.

- ☐ **Important Safety Instructions**
- ☐ **Choosing a Location for Your MultiPASS**
- ☐ **Unpacking Your MultiPASS**
- ☐ **Assembling Your MultiPASS**
- ☐ **Making Telephone Connections**
- ☐ **Powering Up**
- ☐ **Loading Paper**
- ☐ **Choosing Which BJ Cartridge to Use**
- ☐ **Installing the BJ Cartridge**
- ☐ **Making Copies**
- ☐ **Sending a Fax Manually**
- ☐ **Receiving a Fax Manually**

After this Initial Setup

Use Section 3 of this User's Fast Guide to help you further ("**Fast Familiarisation**").
Your MultiPASS C30 has many other features which you can select and set to your preferences.

□ Important Safety Instructions

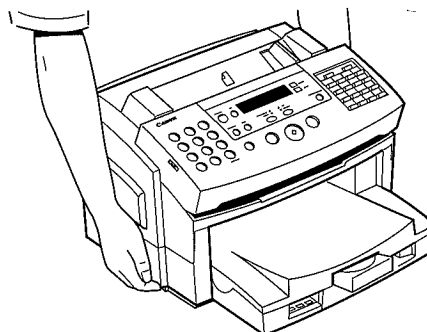
Read these safety instructions thoroughly before using your MultiPASS, and refer to them later if you have any questions.



Except as explained in this manual, do not attempt to service your MultiPASS yourself. Never attempt to disassemble the unit: exposed power points inside the unit can cause electrical shock if you touch them. Take your MultiPASS to a Canon Authorised Service Facility for all service.

- Follow all warnings and instructions marked on the MultiPASS.
- Use the MultiPASS only on level, solid, stable surfaces.
- The back and bottom of the MultiPASS' cabinet include slots and openings for ventilation. To help keep the MultiPASS from overheating (which can cause it to operate abnormally), do not block or cover these openings. Do not place the unit on a bed, sofa, rug, or other similar soft surface, or near a radiator or heat register. Also, do not place the MultiPASS in a closet, on shelves, or in a similar structure unless properly ventilated.
- Operate the MultiPASS only from the type of power source indicated on the unit's label. If you are not sure of the type of power available, consult your dealer or local power company.
- Make sure that the total amperage used by all products plugged into the wall outlet does not exceed the ampere rating of the outlet's circuit breaker.
- Do not allow anything to rest on the power cord, and do not locate the MultiPASS where the cord will be walked on. Make sure the power cord is not knotted or kinked.
- Do not use the MultiPASS near water or other liquids. If you spill liquid on or into the unit, unplug it immediately and call your Canon Authorised Service Facility.
- Do not allow small objects (such as pins, paper clips, or staples) to fall into the MultiPASS. If something does fall into it, unplug the unit immediately and call your Canon Authorised Service Facility.
- Keep your MultiPASS away from direct sunlight as this can damage the unit. If you have to place it near a window, install heavy curtains or blinds.
- Avoid a location subject to extreme temperature fluctuation. Use in a room that is within a temperature range of 5° and 35°C.
- Do not insert objects into the openings on the MultiPASS' cabinet, as they could touch dangerous voltage points or short out parts, possibly resulting in fire or electric shock.
- After you unplug the MultiPASS, wait at least five seconds before you turn it back on.
- Never unplug the MultiPASS during printing. This can cause the printing unit to jam.
- Always unplug the MultiPASS during thunderstorms.

- ☐ Always unplug the MultiPASS before moving or cleaning it.
- ☐ Before you transport your MultiPASS, remove its BJ cartridge. When you reinstall the unit in its new location, replace the BJ cartridge.
- ☐ Never lift the MultiPASS by its paper tray – always hold it by the sides.



Unplug the MultiPASS from the wall outlet and refer servicing to a Canon Authorised Service Facility under the following conditions:

- When its power cord or plug is damaged or frayed.
 - If liquid has been spilled on or into the unit.
 - If you notice smoke or unusual noises or odors coming from it.
 - If it does not operate normally when you have followed the operating instructions. Adjust only those controls that are covered by the operating instructions in this manual. Improper adjustment of other controls may result in damage and may require extensive work by a qualified technician to restore the product to normal operation.
 - If it has been dropped or the cabinet has been damaged.
 - If it begins performing poorly.
-

☐ Choosing a Location for Your MultiPASS

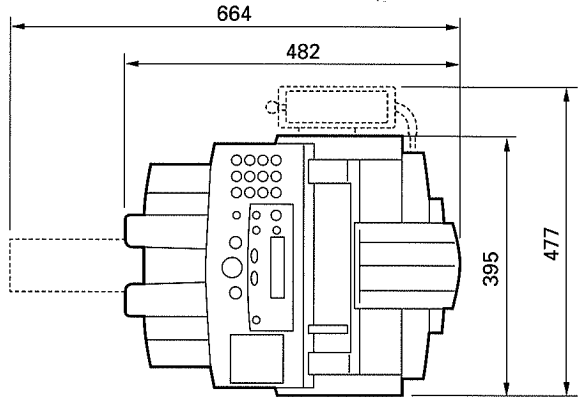
Before unpacking your MultiPASS, be sure to follow these guidelines to choose the best location for your fax.

- ☐ Choose a cool, dry, clean area:
 - Make sure the area is free from dust.
 - Make sure the area's temperature stays within 5 – 35°C.
 - Make sure the area's relative humidity stays within 10% – 90%.
 - Avoid direct sunlight. If you have to place the unit near a window, install heavy curtains or blinds.
- ☐ Place the MultiPASS near a standard 200-240 V AC power outlet and a telephone line wall jack.
- ☐ Do not plug the MultiPASS into a circuit that is also used by appliances such as air conditioners, electric typewriters, or copiers. Such appliances generate electrical noise that can interfere with faxing documents.
- ☐ Make sure the MultiPASS is near your computer and easily accessible.
- ☐ Set the MultiPASS on a flat, sturdy, vibration-free surface.
- ☐ Do not set up the fax near a television, radio, or heavy equipment that can generate strong electromagnetic fields.
- ☐ Do not use or store the fax outdoors.

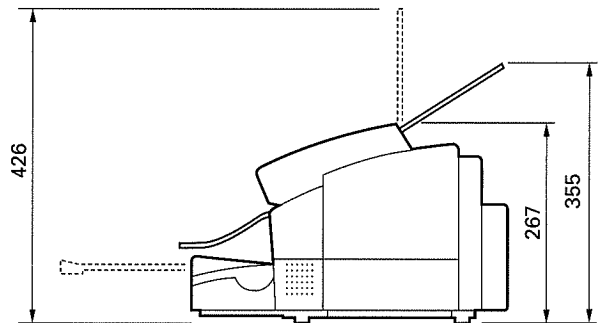
Dimensions

Make sure there is enough room around the MultiPASS to allow adequate ventilation, and to allow paper to flow freely into and out of the unit. It requires this much space:

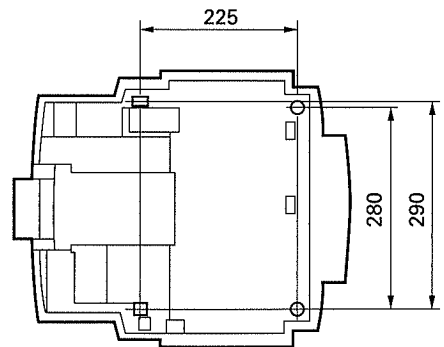
Top view



Side view



Footprint



If you need assistance installing your fax, contact your local Canon authorised service representative or your local telephone company.

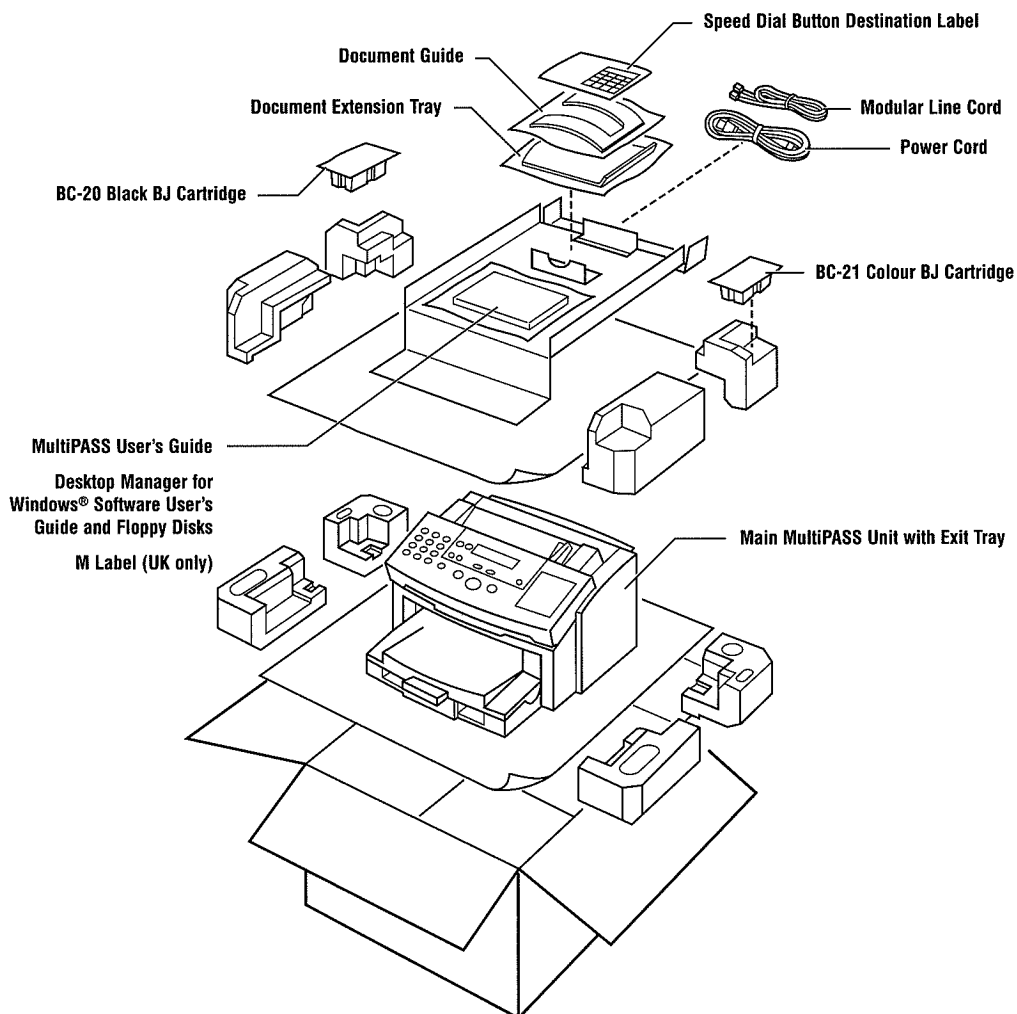
□ Unpacking Your MultiPASS

Do You Have Everything?

As you unpack the MultiPASS, save the carton and packing material in case you want to move or ship the unit in the future.

1

Carefully remove all items from the box. You should have someone help by holding the box while you lift the MultiPASS and its protective packaging out of the carton.

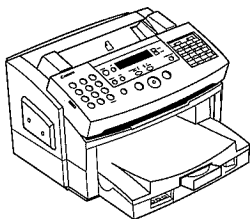


2

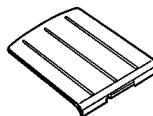
2

Make sure you have the following items:

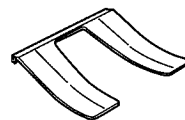
☐ Hardware:



Main MultiPASS Unit with Exit Tray



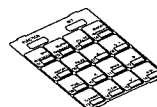
Document Extension Tray



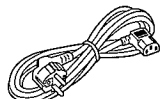
Document Guide



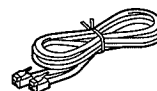
BC-20 Black/BC-21 Colour BJ Cartridge



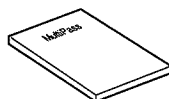
Speed Dial Button Destination Label



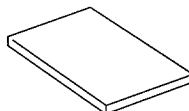
Power Cord



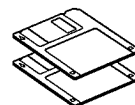
Modular Line Cord



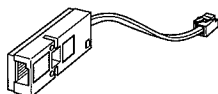
MultiPASS User's Guide



Desktop Manager for Windows®
Software User's Guide



Desktop Manager for Windows®
Software Floppy Disks



B.T. Adaptor (UK only)

☐ Miscellaneous:

- M Label (UK only)

If anything is damaged or missing, notify your Canon dealer immediately.

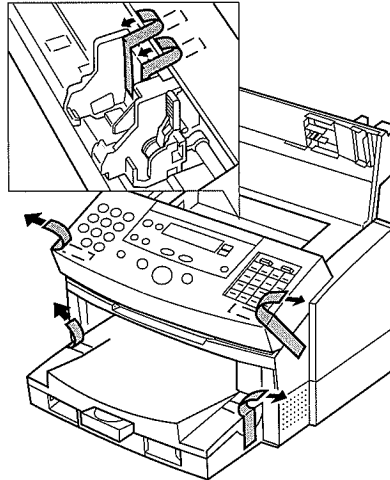


In addition to the items shipped with your MultiPASS, you will need a Centronics®-compatible parallel interface cable. (For best results the cable should be less than 2 metres long.)

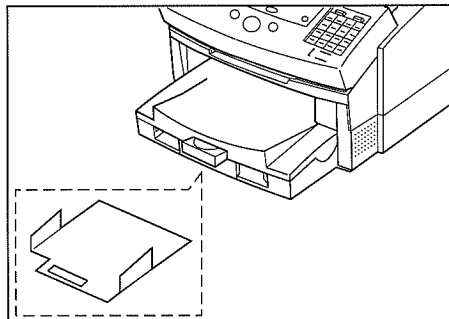
Removing Shipping Materials

Before setting up your fax, be sure to remove all shipping materials as described below:

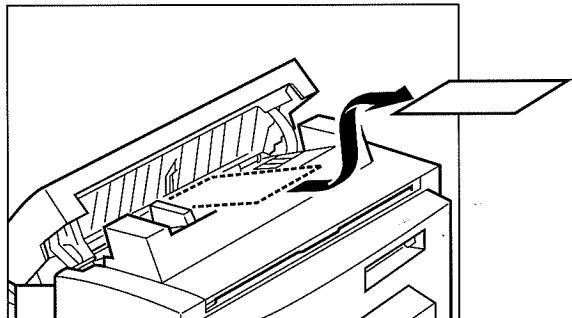
- 1** Remove the shipping tapes from the operation panel, exit tray, and from inside the printer cover.



- 2** Remove the protective cardboard from the paper tray.



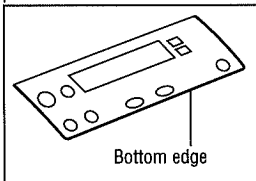
- 3** Remove the protective sheet from inside the operation panel.



□ Assembling Your MultiPASS

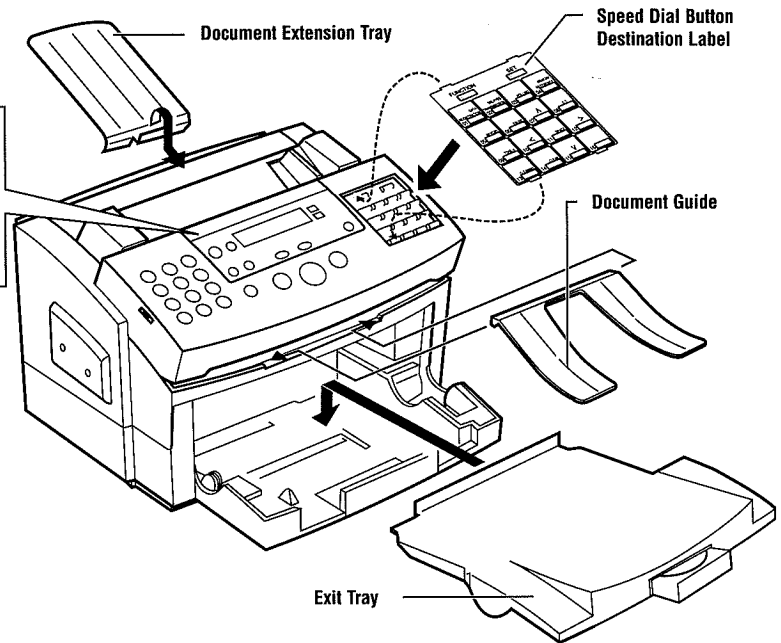
Local-Language Label*

Peel the protective sheet from the self-adhesive operation panel label, carefully align it and attach it, bottom edge first, in the position shown.



* Available for a limited number of languages.

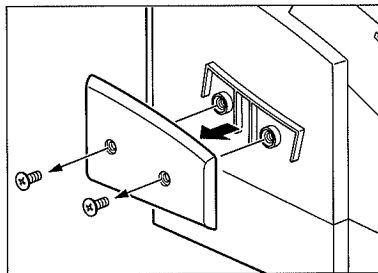
Attach the following parts to your fax as shown below:



Attaching the Optional Handset

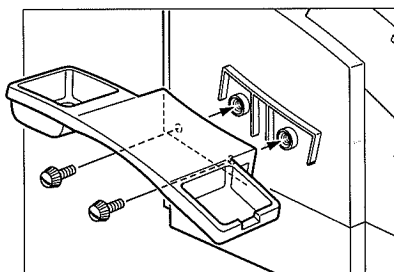
1

Remove the cover on the left side of the fax unit.



2

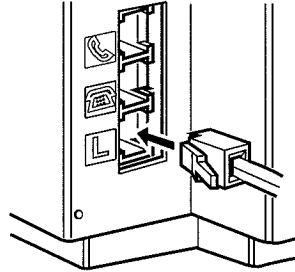
Use the two screws provided with the handset to attach the handset cradle to the fax.



☐ Making Telephone Connections

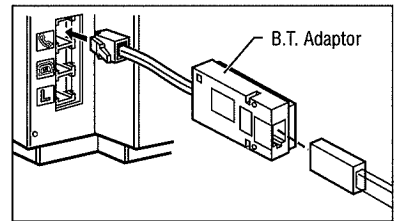
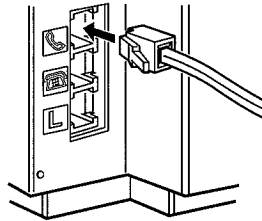
☐ Connecting the Telephone Line

- 1** Connect the telephone line to the fax jack marked .



☐ Connecting a Telephone

- 1** If you wish to connect the telephone to the fax, remove the cover of the jack marked .
- 2** Connect the end of the telephone cord to the jack marked .



- ☐ Users in the UK only
When you connect a telephone, be sure to connect the B.T. adaptor. Contact Canon UK concerning the B.T. adaptor.

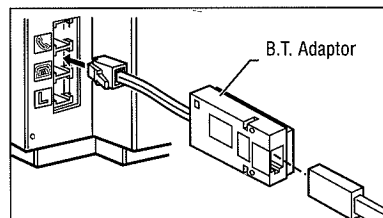
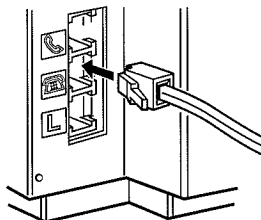
☐ **Connecting an Extension Phone or Answering Machine**

1

Remove the cover of the jack marked .

2

Connect the extension phone cord to the jack marked .



☐ **Users in the UK only:**

When you connect an extension telephone, be sure to connect the B.T. adaptor. Contact Canon UK concerning the B.T. adaptor.



- You only need to use the extension telephone/answering machine jack (the middle one) when you are using a single phone line for both voice and fax communications. The extension telephone does not ring for incoming calls.
- If the connector does not fit the jack or does not seat properly, contact your local Canon authorised service representative or telephone company to have the correct connector installed.

□ Powering Up

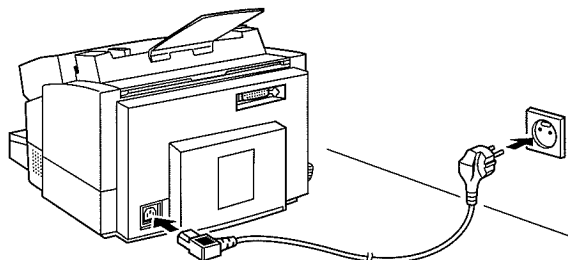
Once you finish setting up your fax, you are ready to power it up.



Follow these guidelines when connecting your MultiPASS to a power source:

- The fax unit is intended for domestic use only and requires 200 – 240 V AC. Do not use it outside the country where you purchased it.
- Use only the power cord that came with the unit. Using a longer cord or extension cord can cause the fax to malfunction.
- Unplug the unit by pulling on the plug itself, not on the cord.
- Do not plug the fax into a power outlet shared with an appliance that generates electrical noise, such as an air conditioner, computer, electric typewriter, or copier.
- Make sure nothing is laying on the power cord, and that the cord is located where it can not be walked on or tripped over.
- Do not overload the electrical outlet. Make sure that the total amperage used by all products plugged into the wall outlet does not exceed the ampere rating of the outlet's circuit breaker.

To connect the power cord, plug the cord into the power receptacle on the MultiPASS, and then into a 200 – 240 V AC power outlet.



- The MultiPASS has no power switch, so its power is on as soon as you plug it in. Once powered up, though, the unit still needs to warm up before you can use it.
- Depending on the number of pages accumulated in the fax memory, it can take up to four minutes for the unit to warm up.

When the MultiPASS has warmed up, the date appears in the display. The unit is now in standby mode and ready for use.



□ Loading Paper

When the message **SUPPLY REC. PAPER** appears in the display, you need to add paper to the paper tray. Here are a few tips you should follow when you load paper into the paper tray.

- Use A4, letter, or legal size paper.
- Use standard 64 – 90 g/m² weight paper.
- Do not use wrinkled or curled paper.



To keep the paper from curling, do not open paper packs until you are ready to use the paper. Store unused paper from opened packs in a cool, dry location in the original packaging.

- Let the paper run out before you refill the tray. Avoid mixing new paper with paper remaining in the paper tray.
- Stack the paper so the top and bottom edges and sides are straight and even before placing it in the paper tray.



The standard paper tray supplied with the MultiPASS holds up to about 150 sheets of standard weight paper or a stack of 1.5 cm high.

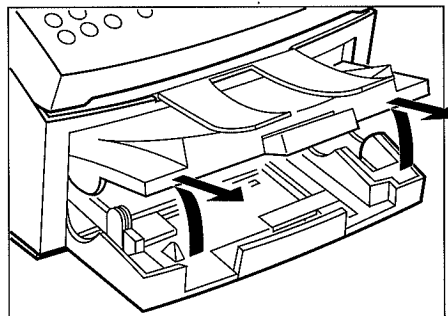
To load paper in the paper tray:



Do not load paper in the paper tray when the fax is printing.

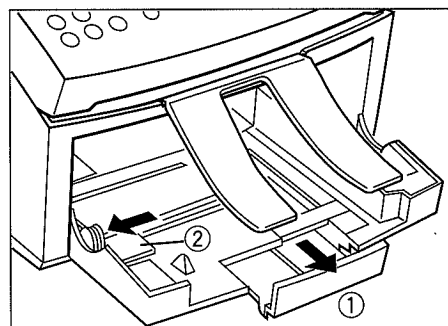
1

Remove the exit tray (paper tray cover).

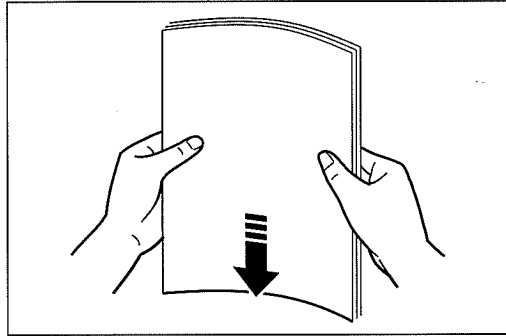


2

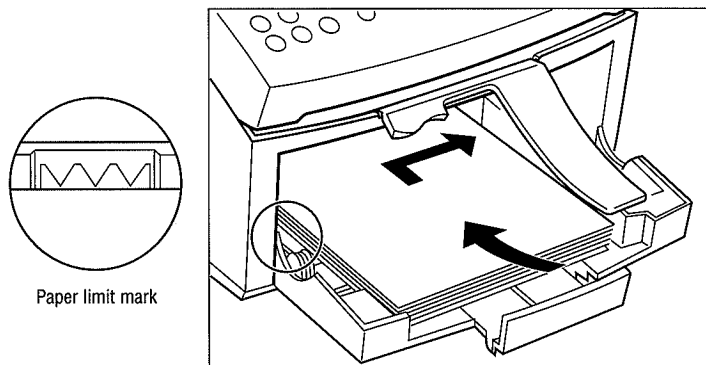
Slide the rear adjustment lever ① out and the left adjustment guide to the left ②.



- 3** Before loading the paper, stack it so that the leading edge and sides of the paper are even.



- 4** Place the stack of paper into the paper tray, and make sure it rests against the back and right of the tray.

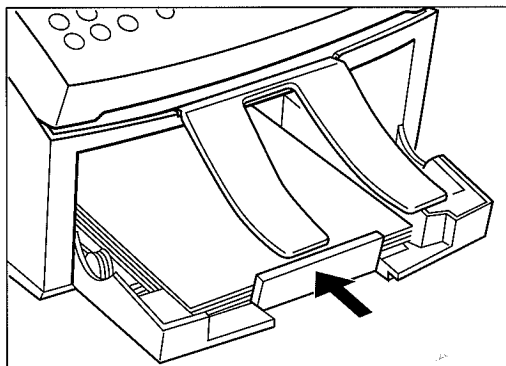


Paper limit mark



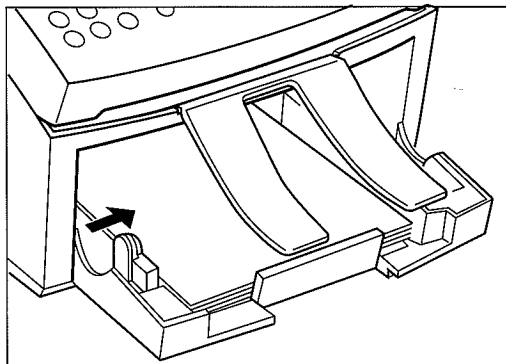
Do not fill the paper tray past the limit mark (▼▼▼).

- 5** Slide the rear adjustment lever forward until it rests against the paper stack.



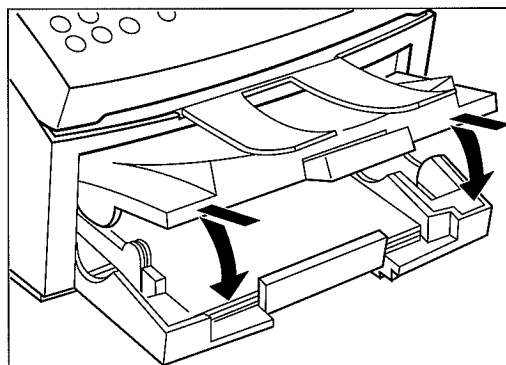
6

Pinch the release lever on the left adjustment guide and slide the guide to the right until it rests against the stack of paper.



7

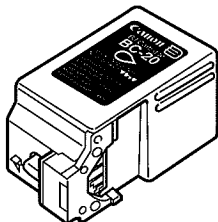
Replace the exit tray, and make sure it's seated properly.



- When you change the paper size, be sure to select the correct size from SELECT PAPER SIZE of the FAX PRINTER SETUP. (→p. B-11)
 - If the paper size is different to the size set in the FAX PRINTER SETUP, CHECK PAPER SIZE will be displayed. Be sure to select the correct size. (→p. B-11)
 - Refer to MultiPASS C30 User's Guide, Appendix B The Menu System, →page B-11, for FAX PRINTER SETUP.
-

☐ Choosing Which BJ cartridge to Use

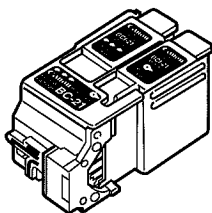
BC-20 Black BJ Cartridge



The BC-20 cartridge incorporates a BJ print head and black ink. One BC-20 is included with the MultiPASS.

The BC-20 cartridge is normally the best choice for most printing (especially draft and monochrome documents). It can print twice as fast as a colour cartridge, with a higher resolution.

BC-21 Colour BJ Cartridge



This cartridge incorporates a BJ print head and two replaceable ink tanks (a BCI-21 black and a BCI-21 colour). One BC-21 comes with your MultiPASS. Use the BC-21 when you want to print in colour.



You will need to install the MultiPASS software to produce colour prints from your PC, as directed at the end of this section.

□ Installing the BJ Cartridge

Once you've selected a BJ cartridge, install it as follows:

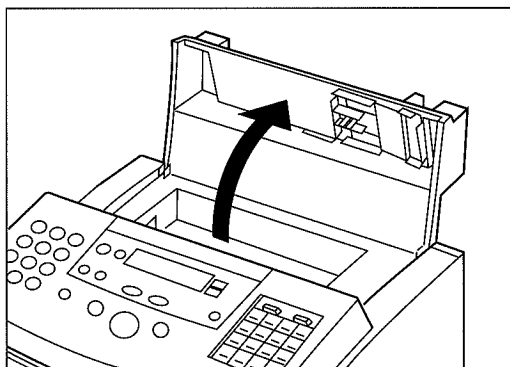
- 1** Remove any documents from the fax.
- 2** Make sure the unit is plugged in.
- 3** Press the **CARTRIDGE** button (on the operation panel). The cartridge holder then moves to the centre of the unit.



If the cartridge holder does not move and **CARTRIDGE COOLING** appears in the display, unplug the MultiPASS and let it cool for several minutes. (The device has an automatic protection mode that prevents it from overheating.) After allowing it to cool, plug the unit in again and press the **CARTRIDGE** button (on the operation panel) to move the cartridge holder.

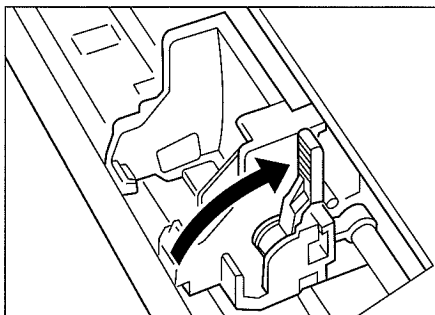
Do not touch the silver metal plate on the BJ cartridge (near the print head), as it can become very hot during printing.

- 4** Open the printer cover by grasping both sides of it and lifting up.

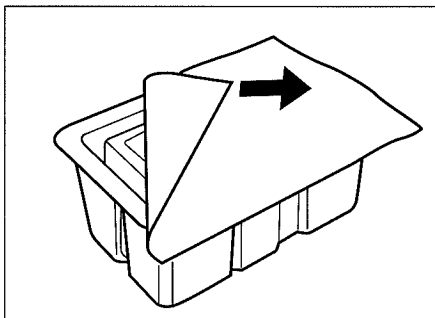


Do not try to move the cartridge holder manually, or you may damage the unit.

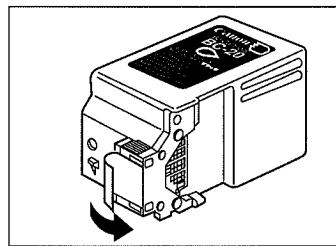
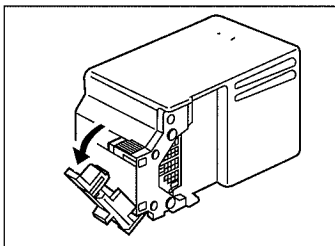
-
- 5** Raise the green lock lever (on the cartridge holder) by gently pulling up on it.



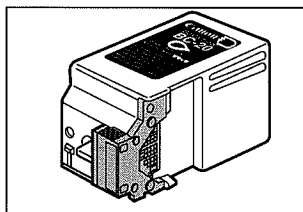
-
- 6** Peel the protective foil from the BJ cartridge's protective packaging, and remove the cartridge.



-
- 7** Pull off the orange cap from the cartridge's print head, then remove the orange tape.

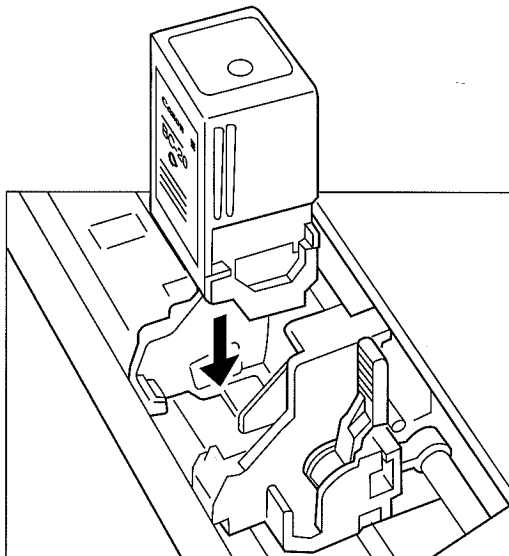


Do not touch the printer head, silver plate and circuit area, or you will damage the unit.



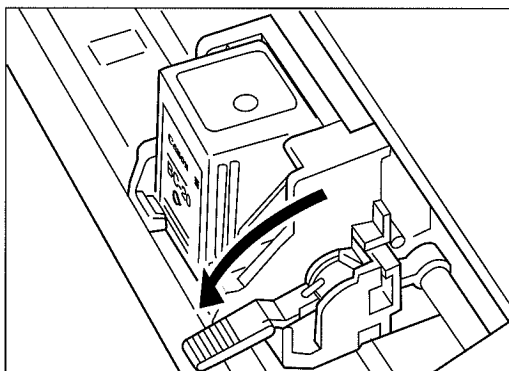
8

Slide the BJ cartridge straight into the cartridge holder. Make sure the cartridge label faces outward, and be careful not to touch the rollers with the print head.



9

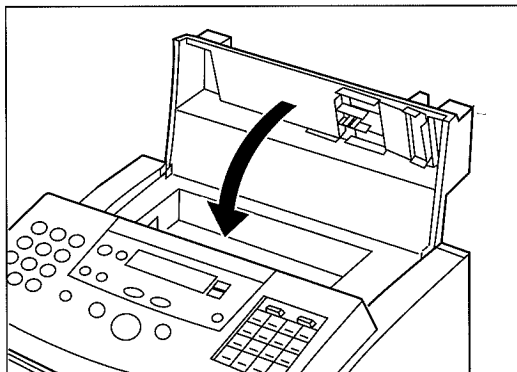
Lower the green lock lever completely to lock the BJ cartridge into position.



Do not move the mechanism that houses the BJ cartridge, or you will damage the printer.

10

Close the printer cover.



11

Press the **CARTRIDGE** button then you hear two beeps. The cartridge holder then moves to the home position on the right side of the unit.



- Whenever you unplug the MultiPASS, the BJ cartridge moves to the home position on the right and caps itself. If you unplug the unit while it is printing or move the ink cartridge from the home position, the cartridge will not be capped and can dry out.
- Once you have installed the BJ cartridge, make a copy of a document as follows to check that your MultiPASS is printing properly.

2

□ Making Copies

You can use the fax to make one or more copies of your document, as follows.

ACTION

DISPLAY

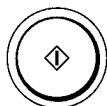
1

Place the document face down on the automatic document feeder (ADF), and gently insert it until the fax beeps.



2

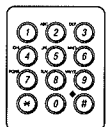
Press **START/COPY**.



COPY	
COPY PAGE	01

3

If you want to make more than one copy, use the numeric buttons to enter the number of copies you want (up to 99).

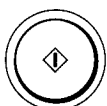


COPY	
COPY PAGE	02

To make a single copy, leave
COPY PAGE set to 01.

4

Press **START/COPY**. If you change your mind, press **STOP**.



COPY	
------	--



- When copying, the MultiPASS automatically sets the resolution to FINE, and AUTO HALFTONE to ON.
- If MEMORY FULL is displayed while making multiple copies of a document, change the COPY PAGE setting to 01 and make single copies instead (as many times as required).

You are now ready to send and receive faxes.

For a quick start you can use the following manual method.

For fax sending via the memory and other time saving features, refer to the **Fast Familiarisation** section of this User's Fast Guide.

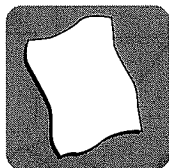
☐ Sending a Fax Manually

Document Requirements

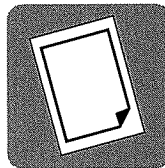
Before sending a fax, make sure your document meets the fax's paper size, weight, and thickness requirements listed below.

Weight	75 – 90 g/m ²
Width	208 – 216 mm
Length	105 – 356 mm
Thickness	0.08 – 0.13 mm

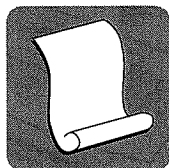
To prevent paper jams in the automatic document feeder (ADF), make sure not to use any of the following with the fax:



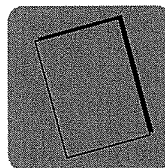
Wrinkled or creased paper



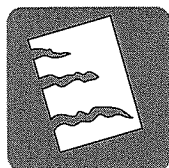
Carbon or carbon back paper



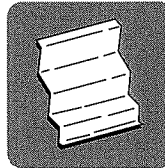
Curled paper



Coated paper



Torn paper



Onion skin or very thin paper

Preparing the Document

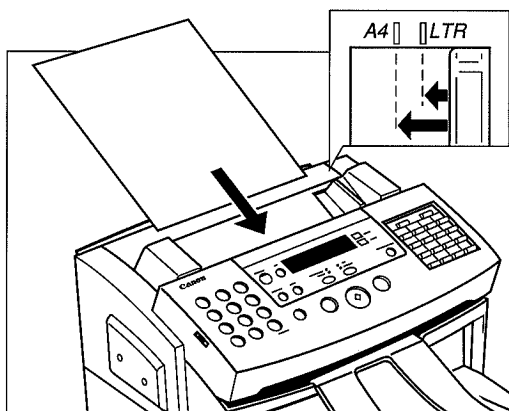
- ☐ Remove all paper clips, staples, tape, etc. from the document.
- ☐ Let any wet ink, correction fluid, or paste dry completely.
- ☐ Make sure all pages are the same size and type.

Loading the Document

The fax can hold up to 20 A4-size, letter-size or 10 legal-size pages at a time. If your document is longer than this, you can add more pages to the automatic document feeder (ADF) while the fax is being sent (see "Adding Pages During Transmission" later in this section).

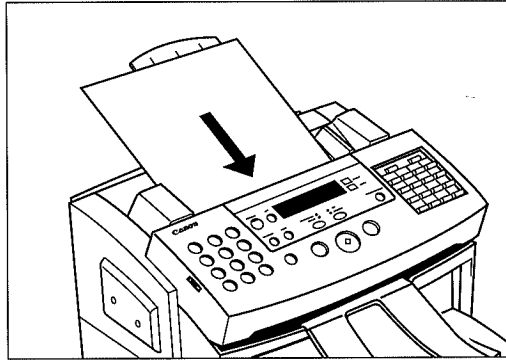
1

Slide the paper guide to fit the width of the document.

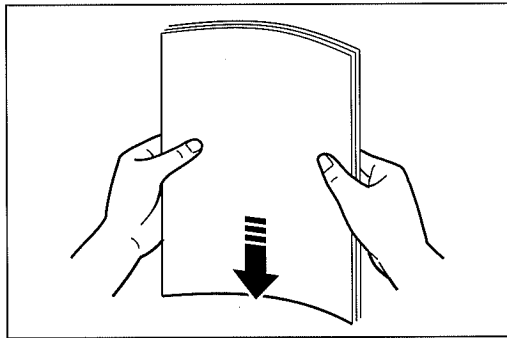


2

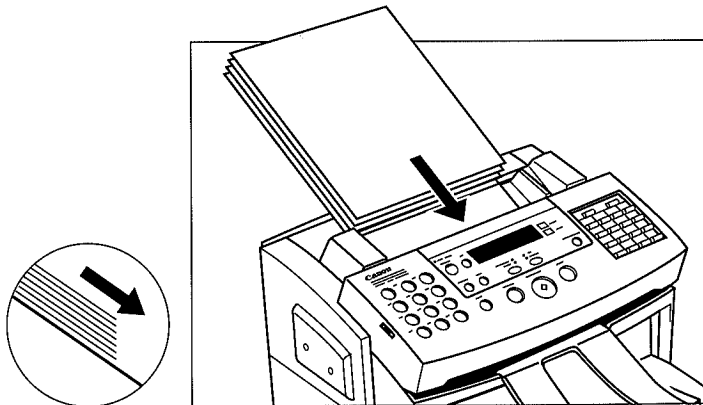
Place the document face down on the fax, and gently insert it into the automatic document feeder (ADF) until you hear a beep.



- If you are experiencing difficulty feeding multipage documents, remove the stack and tap it on a flat surface to even the edges.



Then insert it slanted into the automatic document feeder (ADF).



You are now ready to send the fax as described on the following pages.

Manual Sending

Manual Sending dials the number, makes the connection, and sends the fax immediately. It also lets you talk to the other party before sending the document. This is useful when the other party uses a single phone line for both voice and fax transmissions. You must use the handset for Manual Sending.

1

Load the document into the automatic document feeder (ADF) as described previously.



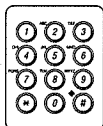
2

Press **HOOK**. This activates the speaker (you should hear the dial tone) and lights the IN USE lamp.



3

Dial the fax number you're sending to. Use the numeric buttons, One-Touch Speed Dialling, or Coded Speed Dialling to enter the number. If you make a mistake, press  (**STOP**) and start again from step 2.

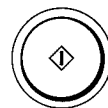


4

When you hear the other party answer, pick up the handset and tell them to get ready to receive a fax by pressing the start button on their fax machine. (You will hear a slow beep over the handset when they do this.)

5

Press **START/COPY**. The fax begins sending your document.



Adding Pages During Transmission

Wait until the last page starts to feed into the fax. When all but about 2 to 3 cm of the last page is scanned, place the new page on top of the last page and gently feed it in.

Cancelling a Transmission

1

Press **STOP**.



- If you're using manual sending, the transmission is cancelled immediately.

Redialling

Manual Redial

To redial the last number dialled with the numeric buttons, press **REDIAL**.

To cancel manual redialling, simply press  (**STOP**).

2

□ Receiving a Fax Manually

For manual receiving, you need to have the optional handset installed or an extension telephone connected.

When the fax is set for manual receiving, it rings every time it receives a call, whether the call is from a telephone or a fax machine.

When the optional handset or extension telephone rings:

1

Pick up the handset:

- If you hear a slow, high-pitched beep, you are receiving a fax call. Go to the next step.
- If you hear someone on the line, you are receiving a regular phone call. If the caller later wants to send a fax, go to step 2 when you hear the slow beep.

2

Optional handset: Press **START** on the operation panel to start receiving the fax.

Extension telephone: Enter 25 using the telephone's keypad. This is the remote receiving ID.

While the fax is coming in, the display shows the sequence of events and gives set information about the sender, number of pages, etc.

Refer to "Display Messages and Meanings" in the MultiPASS C30 User's Guide, Appendix A, page A-9.

To change the display settings, refer to the MultiPASS C30 User's Guide, Appendix B, pages B-8 and B-9.

3

Replace the handset in its cradle (or hang up the extension telephone).

If the fax's handset is not properly seated, the off-hook alarm will sound and the fax will not be received. The alarm stops when the handset is placed correctly in its cradle.

After your Initial Setup you are ready to proceed with PC Interface Setup
to start sending, receiving, scanning and printing at your computer.

Connecting a Parallel Cable for PC Interface

Your MultiPASS includes an 8-bit, bi-directional parallel interface port that enables you to use it with IBM PCs and compatible computers. To do this, you need to purchase a Centronics®-compatible parallel interface cable from your dealer.



For reliable communications between your MultiPASS and computer, use a cable that is no more than 2 metres long.

Connect the MultiPASS to your computer as follows:

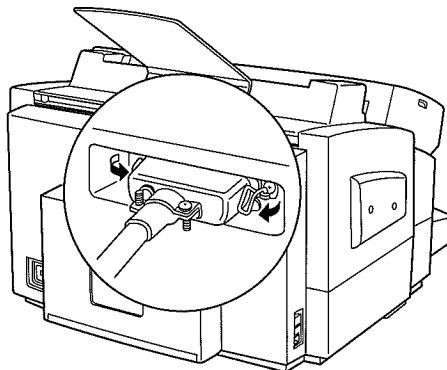
1

Make sure the computer is turned off and the MultiPASS unplugged.

2

Connect the parallel cable to your MultiPASS:

- Align the cable connector with the interface port so their shapes match.
- Gently press the cable connector into the port.
- Secure the cable connector by snapping both wire clips (located on the sides of the port) into the cable connector.



3

Connect the other end of the cable to the parallel interface port on your computer.

Refer to the following pages to install and start using the software from the diskettes.

Installing the MultiPASS Desktop Manager Software

Installing the MultiPASS Desktop Manager takes only a few minutes. Once it is installed, you have access to all the printing, PC faxing, and scanning capabilities of the MultiPASS C30.

Hardware and Software Requirements

Before you start, have the following available:

- ☐ An IBM PC or compatible computer with a 386SX or faster processor running at a minimum of 33 megahertz.
- ☐ At least 4 megabytes of RAM.
- ☐ At least 8 megabytes of available hard disk space.
- ☐ The letter (C:, D:, etc.) of the hard disk drive where you want the software installed.
- ☐ The parallel port to which the MultiPASS C30 is attached. The MultiPASS C30 requires a dedicated parallel port, designated as LPT1, LPT2, or LPT3. LPT1 is used by default.
- ☐ A bi-directional Centronics-compatible parallel cable 6.6 feet (2 meters) in length or shorter. If you need help purchasing the correct cable, ask your dealer or retailer for assistance.
- ☐ Microsoft Windows 3.1x or Windows 95 installed on your computer.



You must connect the MultiPASS C30 to your computer before installing the software.

Installing the MultiPASS Desktop Manager

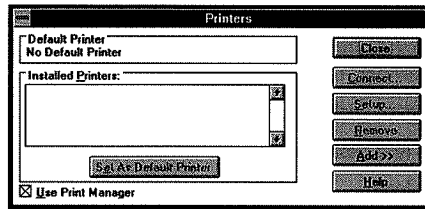
Before you start installing, make backup copies of all diskettes provided in this package. For more information about backing up disks, see your Windows or DOS documentation.

If you are reinstalling the MultiPASS Desktop Manager software, use the Uninstaller program before you continue. For more information about the Uninstaller program, see Chapter 8.

To install the printer driver software in Windows 3.1x

- 1 Plug the MultiPASS C30 into the electrical source. Plug the MultiPASS C30 into the LPT port on your computer. We strongly recommend LPT1.
- 2 Start Microsoft Windows.
- 3 Insert the disk labelled BJ Driver Disk 1 in the diskette drive.
- 4 In Program Manager, double-click the Control Panel icon in the Main Program Group.

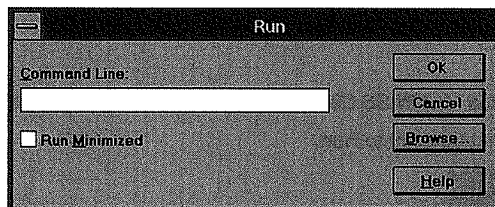
- 5 In the Control Panel Group, double-click the Printers icon. The Printers dialog box appears.



- 6 Click the Add button.
- 7 Follow the instructions on the screen. When the installation is complete, you are ready to install the MultiPASS Desktop Manager software.

To install the MultiPASS Desktop Manager software in Windows 3.1x

- 1 Start Microsoft Windows.
- 2 Insert Disk 1 in the diskette drive.
- 3 In Program Manager, choose Run from the File menu. The Run dialog box appears.



- 4 In the Command Line text box, type A:\SETUP (or B:\SETUP if the diskette is in the B: drive). Click OK.
- 5 Follow the instructions on the screen.



The installation program might change some of your system files. If a file is changed during installation, the original file is saved with the original name and a numbered extension.

- 6 When the installation is complete, restart Windows.

The MultiPASS Desktop Manager is installed in the directory C:\MPASS or the directory you specified during installation.



During installation, the MultiPASS Server is automatically placed in the StartUp group, if one exists. The MultiPASS Server monitors and controls all the communication between your computer and the MultiPASS C30. Before you can use the MultiPASS Desktop Manager, you must start the MultiPASS Server.

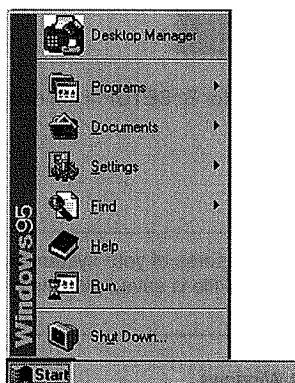
If a StartUp group does not exist, you must start the MultiPASS Server before you start the MultiPASS Desktop Manager. For more information about the StartUp group, see your Windows 3.1x documentation.

To install the printer driver software in Windows 95

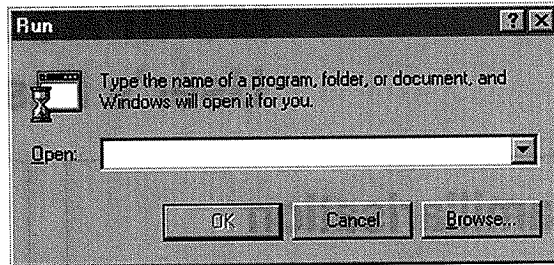
- 1 Start Microsoft Windows.
- 2 Plug the MultiPASS C30 into the electrical source. Plug the MultiPASS C30 into the LPT port on your computer. We strongly recommend using LPT1.
- 3 Insert the disk labelled BJ Driver Disk 1 in the diskette drive.
- 4 Click Start. Point to Settings and click Printers.
- 5 Double-click the Add Printer icon.
- 6 Click the Hard Disk button.
- 7 Select the floppy drive in which you put the disk labelled BJ Driver Disk 1. Click OK.
- 8 Select the MultiPASS C30 from the list of available printers. Click Next.
- 9 Select the LPT port to which the MultiPASS C30 is connected. Click Next.
- 10 Select the MultiPASS C30 as the default printer if you want to use it all or most of the time. Click Finish.
- 11 Follow the instructions on the screen.
- 12 When the installation is complete, you are ready to install the MultiPASS Desktop Manager software.

To install the MultiPASS Desktop Manager software in Windows 95

- 1 Start Windows 95.
- 2 Insert the disk labelled MultiPASS C30 Installation Disk 1 in the diskette drive.
- 3 Click the Start button and point to Run.



The Run dialog box appears.



- 4 In the Open text box, type A:\SETUP (or B:\SETUP if the diskette is in the B: drive). Click OK.
- 5 Follow the instructions on the screen.



The installation program might change some of your system files. If a file is changed during installation, the original file is saved with the original name and a numbered extension.

- 6 When the installation is complete, restart Windows 95.

The MultiPASS Desktop Manager is installed in the directory C:\MPASS or the directory you specified during installation.

During installation, the MultiPASS Server is automatically placed in the StartUp menu, if one exists. The MultiPASS Server monitors and controls all the communication between your computer and the MultiPASS C30. Before you can use the MultiPASS Desktop Manager, you must start the MultiPASS Server.

If a StartUp menu does not exist, you must start the MultiPASS Server before you start the MultiPASS Desktop Manager. For more information about the StartUp folder, see your Windows 95 documentation.

After installing the software, Section 3 of this User's Fast Guide ("**Fast Familiarisation**") will help you select and set your preferences for other features.

(You will need the User's Guides on your computer, as described in the **Manuals & Diskettes** section of this User's Fast Guide).

Enjoy using your MultiPASS C30!

Canon

MultiPASS™ C30

User's Fast Guide

Fast Familiarisation

The features of your MultiPASS C30 and
where to find instructions

3

☐ Quality High Speed Faxing

You can store groups of fax numbers and send/receive faxes manually or via the memory. You can also set automatic receiving and there is an answering machine interface facility.

Image quality and other setting options help you to send and receive faxes that have print quality very close to that of the originals.

User's Fast Guide

➤ This **Quick Start** to start manually sending/receiving faxes.

➤ The following pages for fax options.

MultiPASS C30 User's Guide contains the details you are directed to from this User's Fast Guide, particularly:

➤ **Part 3 Sending Faxes**

➤ **Part 4 Receiving Faxes**

➤ **Appendix B The Menu System**, to customise operation.

☐ Windows PC Compatibility

Your MultiPASS C30 includes the MultiPASS Desktop Manager for Windows®. This exclusive Canon software package lets your Personal Computer manage your MultiPASS colour printing, faxing, scanning and telephone activities.

The standard bi-directional parallel port provides data transfer to and from your computer. This makes it possible for you to send scanned documents and received faxes from your MultiPASS to your computer and to send data to be printed and/or faxed from your computer to the MultiPASS.

User's Fast Guide

➤ **Quick Start 29** for PC Interface Setup.

➤ The following pages for PC options.

MultiPASS C30 Desktop Manager for Windows User's Guide

➤ **MultiPASS C30 Desktop Manager for Windows User's Guide** which contains the details you are directed to from this User's Fast Guide.

Please install User's Guides on your PC and set up the fax unit before trying options.

Fast Familiarisation Topics

are in this sequence on the following pages:

- ☐ **Quality Fax Printing**
- ☐ **Quality Printing for your PC**
- ☐ **Printing on Envelopes**
- ☐ **Plain Paper Copying**
- ☐ **Scanning to Your PC**
- ☐ **Telephone Conversations**
- ☐ **Fax Receiving**
Automatically or with Answering Machine or Manually
- ☐ **Automatic Dialling and Group Dialling Options**
- ☐ **Storing Names etc. and Personalising Faxes**
- ☐ **Fax Sending via Memory or Manually**
- ☐ **Manual and Automatic Redialling**
- ☐ **PC Faxing**
- ☐ **Delayed Fax Transmission**
- ☐ **Resending or Redirecting Sent or Received Faxes**
- ☐ **Polling to Obtain a Fax From Another Fax Machine**
- ☐ **Activity and Data Reports**
- ☐ **Energy Save Standby and Battery Backup**
- ☐ **Adapting to Local Requirements**
- ☐ **Automatic Functions**

Please install User's Guides on your PC and set up the fax unit before trying options.

☐ **Quality Fax Printing**

No more rolls of curling fax paper ! As your MultiPASS C30 prints on to the same normal paper sheets used in other printers and copiers, you can expect crisp reproduction of incoming faxes which you can easily write on.

Fax print (and transmission) very close to the quality of the original documents is achieved by Canon's Ultra High Quality (UHQ) and auto-half-tone imaging technology, combined with Canon advanced technology ink cartridges.

The simple paper tray holds up to 150 sheets of A4 size paper and the automatic document feeder, (ADF), can hold up to 20 pages for faxing, (or copying or scanning, as explained in the instructions for those features).

User's Fast Guide

➤ The **Paper & Ink** section for sheet sizes/weights, new cartridges and where to find loading/changing instructions.

MultiPASS C30 User's Guide

➤ **Page 3-13, Maximising Image Quality (of faxes).**

☐ **Quality Printing for your PC**

The MultiPASS software allows you to use the MultiPASS C30 as the default printer in any Microsoft® Windows™ 3.1x or Windows 95 applications.

The Canon BJ advanced technology ink cartridges supplied for your MultiPASS allow accurate control to easily adjust definition and achieve exciting black or colour tones. When you wish, you can choose to print faster from your PC and save ink.

You can use thick paper/card stock and settings are included in the MultiPASS Desktop Manager for coated paper, transparency, back print film (and Canon T-Shirt transfer), high gloss film, fabric sheet and glossy paper. The Desktop Manager also offers graphics quality control and allows you to create a custom print model.

User's Fast Guide

➤ The **Paper & Ink** section of this for sheet sizes, thicknesses, special materials, weights, new tanks/cartridges and where to find loading/changing instructions.

MultiPASS C30 Desktop Manager for Windows User's Guide

➤ **Chapter 3, Printing from within Windows Applications.**

☐ **Page 3-6, Printing on Envelopes**

You can use single or stacked Commercial size N° 10 or European DL size envelopes.

MultiPASS C30 Desktop Manager for Windows User's Guide

➤ **Page 3-6, Printing on Envelopes.**

➤ **Appendix A, Printer Specifications** (including usable printing areas).

☐ **Plain Paper Copying**

Just feed in the document and select the number of high definition printed copies you want.

User's Fast Guide

➤ **Quick Start, page 22.**

Please install User's Guides on your PC and set up the fax unit before trying options.

☐ Scanning To Your PC

The MultiPASS precision 64 gradation scanning driver allows you to faithfully scan documents, photographs and other images into your Windows applications or into the MultiPASS Desktop Manager. The MultiPASS C30 supports the TWAIN Scanning Standard, which allows you to use it to scan images from any other TWAIN compliant graphics or Optical Character Reader (OCR) application.

Using the MultiPASS Viewer, you can rotate, crop and save all or part of the scanned image as a standard TIF; BMP; PCX or DCX file.

MultiPASS C30 Desktop Manager for Windows User's Guide

➤ Chapter 6, Scanning.

☐ Telephone Conversations

You can connect your MultiPASS C30 to a dedicated line or it can share the same line as your telephone. With your telephone, or the side mounted handset, you can talk and send/receive faxes as desired.

The MultiPASS Desktop Manager offers a special Windows PC dialling facility for voice calls, as well as for faxes and via the Address Book facility if you wish.

Numbers can be stored and speed dialled from the fax unit for voice calls, in the same ways as described for faxes.

MultiPASS C30 Desktop Manager for Windows User's Guide

➤ Chapter 7, Dialling a Phone Number from Windows

➤ Chapter 5 to edit the Address Book.

☐ Fax Receiving Automatically or with Answering Machine or Manually

You can set your MultiPASS for *automatic fax-only receiving*, which answers all calls without any intervention from you but only accepts those from fax machines and disconnects all others. (This is the default automatic receiving setting). Alternatively, with a combined fax/telephone line, you can set *fax/telephone auto-switch receiving*. Faxes will then be automatically received without ringing but the unit will ring to alert you to pick up the handset to answer a voice call.

An electronic voice message to the other party's fax, "*You are connected. Please hold,*" can be selected to transmit in one (or two) of twelve languages.

Answering Machine receiving can also be used with a combined fax/telephone line. You can then leave your MultiPASS to receive faxes and route telephone voice calls to your answering machine while you are away.

For *Manual Receiving* you need to have the side mounted handset installed or an extension telephone connected. The unit can then be set to ring every time it receives a call.

User's Fast Guide

➤ Quick Start 28, Manual Receiving

MultiPASS C30 User's Guide

➤ Part 4, Receiving Faxes

Please install User's Guides on your PC and set up the fax unit before trying options.

☐ **Automatic Dialling and Group Dialling Options**

Once you have registered regular numbers in the memory of your MultiPASS C30 they will be retained for you to repeatedly use them at the touch of one or a few buttons.

One touch speed dialling allows you to select from up to 16 registered numbers at the touch of a single button.

Coded Speed Dialling allows you to select from up to 100 registered numbers by pressing the CODED DIAL button and then entering a two digit code.

Group Dialling allows you to send the same fax to a group of numbers by pressing a single button and only needing to scan the document(s) once. You can set-up this feature for a selection of your registered one touch speed dialling or coded speed dialling numbers to also be memorised as belonging to a group.

In addition to group dialling, there is also a facility to use One Touch Speed Dialling, Coded Speed Dialling or Manual Dialling to send to more than one location without needing to repeat the scan of the document(s).

MultiPASS C30 User's Guide

➤ **Part 5, Special Features.**

☐ **Storing Names etc. and Personalising Faxes**

You can use the numeric buttons to store letters and symbols in your MultiPASS, both to add names to numbers registered for automatic dialling (as described above) and to personalise your faxes by automatically adding your transmission details, page numbers etc. when sending.

MultiPASS C30 User's Guide

➤ **Pages 2-29 to 2-35, Storing Information in the MultiPASS.**

☐ **Fax Sending via Memory or Manually**

One Touch Speed Dialling or Coded Speed Dialling can be used to select the numbers to fax (refer to "**Automatic Dialling and Group Dialling Options**"). When sending via the unit's memory, if the telephone line is free, it will call the other party and will start to transmit even as the remaining pages are being scanned. Memory sending also allows you to load faxes into memory while the MultiPASS performs other tasks, such as transmitting a previous fax. It also automatically holds and redials if the line is busy and it allows you to send to more than one fax number.

Manual sending similarly dials the number, makes the connection and immediately sends the fax but it also lets you talk to the other party before sending the document, if they have a single phone line for both voice and fax. To talk, you have to be ready to pick up the handset when the other party answers.

User's Fast Guide

➤ This **Quick Start** to quickly begin Manual Sending/Receiving.

MultiPASS C30 User's Guide

➤ **Part 3, Sending Faxes**

➤ **Page 5-13, Special Dialling** (through a switchboard or for international calls).

Please install User's Guides on your PC and set up the fax unit before trying options.

☐ **Manual and Automatic Redialling**

To redial a number after using the numeric buttons for manual dialling, you can simply press **REDIAL** (to cancel manual redialling, press **STOP**)

The MultiPASS Auto redial function (in memory sending) occurs when the receiving fax machine is busy or does not answer, or when a transmission error occurs while sending.

The MultiPASS normally waits for two minutes and then automatically redials the number. If the receiving fax is still busy or doesn't answer, the MultiPASS waits another two minutes and dials again. If the fax doesn't go through again, the MultiPASS prints an activity report.

You can alter the settings for the number of times the fax attempts redialling, the time interval between redialling attempts and how the MultiPASS handles redialling when a transmission error occurs.

MultiPASS C30 User's Guide

➤ **Page 3-10, Redialling.**

☐ **PC Faxing**

You have options to send, receive and store faxes, both from within your Windows applications and from the unique Canon MultiPASS Desktop Manager, where you can also maintain an Address Book of individuals, companies and groups.

The package's IN & OUT BOXES make fax handling delightfully simple and a two month history is maintained of all the PC faxes you have sent, regardless of whether you used your Windows application or sent direct from the Desktop Manager.

Through the Desktop Manager, you can set your MultiPASS to upload received faxes to your computer. When you select this option, the MultiPASS does not print out the received document.

If your computer is turned off or otherwise cannot upload a document, the received fax remains in the memory of the MultiPASS. (If the MultiPASS loses power, the document will be lost from memory but a report will be printed when power is restored).

The MultiPASS C30 displays a message when received faxes are waiting in memory and will automatically up-load to your computer when it is ready. The documents can also be printed direct from the fax unit's memory.

MultiPASS C30 Desktop Manager for Windows User's Guide

➤ **Chapter 4, Introducing the MultiPASS Desktop Manager.**

➤ **Chapter 5, PC Faxing.**

➤ **Page 2-22, Setting up the Phone and PC Fax.**

MultiPASS C30 User's Guide

➤ **Page 5-18, Receiving a PC Fax document in Memory.**

Please install User's Guides on your PC and set up the fax unit before trying options.

☐ **Delayed Fax Transmission**

You can store a fax in the memory of your MultiPASS C30 and set it for automatic sending to selected number(s) at a later time. Other faxes can be sent/received while the delayed fax is being stored. This is a "stand alone" feature which does not require your PC and can help you to reduce costs by using cheaper telephone tariffs, e.g. during the night, as well as avoiding the need for redialling to busy numbers during the day.

MultiPASS C30 User's Guide

➡ **Page 5-12, Sending a Fax Later.**

☐ **Resending or Redirecting Sent or Received Faxes**

A fax transmitted from the memory or received from another fax machine can be resent or redirected without having to scan it again.

MultiPASS C30 User's Guide

➡ **Page 5-15, Using Memory.**

☐ **Polling to Obtain a Fax From Another Fax Machine**

This feature of your MultiPASS C30 allows you to request a fax to be sent from another fax machine. The sender only needs to make sure the document is on the fax machine and ready to be sent: when your MultiPASS polls that machine, the fax is sent to you automatically.

The MultiPASS C30 can poll any fax machine that supports polling. (This process doesn't work in reverse however: the unit cannot be polled by other fax machines).

MultiPASS C30 User's Guide

➡ **Page 5-21, Polling to Receive Faxes.**

☐ **Activity and Data Reports**

Your MultiPASS C30 can print a variety of reports that will help you keep track of your transactions and the information registered in your fax:

Activity Management Reports of the last 40 transmissions your fax sends or receives are printed automatically.

Individual fax transmission and reception reports can be obtained if desired.

Memory Clear Reports automatically print a list of documents that were stored in memory at the time of power failure.

User's Data List can be obtained of the settings available and the selections currently in place for your MultiPASS

Lists of Registered Telephone Numbers can be separately printed of your One-Touch, Coded Speed and Group Dialling Numbers

MultiPASS C30 User's Guide

➡ **Page A-21, Printing Transaction Reports**

➡ **Page A-26, Printing Information Registered in the Fax**

➡ **Page B-4, B-5, Report Settings.**

Please install User's Guides on your PC and set up the fax unit before trying options.

☐ Energy Save Standby and Battery Backup

Your MultiPASS C30 only uses approximately 30 Watts in normal use and, as part of the international campaign to reduce electrical power consumption for environmental protection, the unit automatically reverts to "standby" mode when not in use. In that mode it only consumes seven watts, costing very little to leave powered.

The fax unit includes a built-in lithium backup battery for use in case power is cut off. The battery has a life of about five years and will save the fax's registered data for One-Touch Speed Dialling, Coded Speed Dialling, Group Dialling etc. However, documents stored in memory will only be saved for approximately one hour. If the power failure lasts longer than an hour, the stored documents will be lost, (in this case, the MultiPASS automatically prints a list of the lost documents when power is restored).



Choosing a good location for your MultiPASS, as detailed in the setup instructions, will help ensure maximum life for the backup battery.

Avoid turning your MultiPASS off unless absolutely necessary. (The backup battery recharges while the unit is on).

☐ Adapting to Local Requirements

The following additional special features and instructions have been included in case you need them:

- **Special Dialling** (through a Switchboard or Long Distance/International)
- **Using Tone Dialling On A Pulse Line**
- **Restricting Use Of The Fax**
- **Using Alternative Telephone Networks (UK Only)**

MultiPASS C30 User's Guide

 **Part 5, Special Features.**

☐ Automatic Functions

For transmission/reception as fast as six seconds per page, your MultiPASS C30 uses the "Group 3 Modified Modified Recording" encoding scheme (G3 MMR). That scheme uses ECM (Error Correcting Mode) to reduce transmission errors and the MultiPASS automatically changes to normal mode if the other fax machine does not have the ECM facility.

Canon's Ultra High Quality (UHQ) and auto-half-tone imaging technology automatically matches your setting preferences for the image quality of fax transmission/reception. Copying and other functions also adjust automatically to your control settings at the fax unit or from your PC.

Please install User's Guides on your PC and set up the fax unit before trying options.

Canon

MultiPASS™ C30

User's Fast Guide

Checking & Fixing

How to avoid problems and
how to get out of trouble

4

The Setup and operating instructions should help you to check operation and avoid problems in using your MultiPASS C30 and the MultiPASS Desktop Manager for Windows® software, (*assuming that you have installed the User's Guides on your PC, as described in the **Manuals & Diskettes** section of this User's Fast Guide*).

☐ While Becoming Familiar With Operating Procedures

we suggest:

*use the **Fast Familiarisation** section of this User's Fast Guide to find relevant instructions and check that you understand *each step and what to expect*.*

*note the **automatic features** which may include sounds and indications for you to be aware of. They mostly only require your response for detected faults.*

User's Fast Guide

➡ **Fast Familiarisation.**

MultiPASS C30 User's Guide

➡ **Page A-9, Display Messages and Meanings.**

☐ Care of Your MultiPASS

simply requires:

- observing safety instructions
- careful setup, particularly choosing a good location and careful unpacking
- occasional cleaning of the outer casing
- cleaning the print head (if print quality deteriorates)
- replacing ink tanks and cartridges

MultiPASS C30 User's Guide

➡ **Page A-12, Maintaining the MultiPASS.**



The instructions for installing the MultiPASS Desktop Manager advise you to *make backup copies of the diskettes*, (refer to your Windows or DOS documentation).

□ Making Changes, Checking and Troubleshooting

The following instructions are provided in case a problem occurs, or if you need to disconnect the MultiPASS from your PC or stop or uninstall the MultiPASS software.

The MultiPASS Diagnostics software is provided in case you need to verify your MultiPASS software and hardware installation. You do not otherwise need to run the diagnostics program.

MultiPASS C30 User's Guide

➤ Appendix A:

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MultiPASS C30 Desktop Manager for Windows User's Guide

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Uninstalling the MultiPASS Desktop Manager	8-12
Using MultiPASS Diagnostics	8-13

☐ **Customer Support**

If you have a problem, try first to solve it by referring to the maintenance and troubleshooting information. If you still cannot solve the problem, contact your nearest **Canon Consumer Information Centre**.

If you think your MultiPASS needs service, call the Consumer Information Centre to locate your nearest Canon Authorised Service Facility. Only these Service Facilities will do warranty service.



You must have your sales receipt for warranty service.

Canon

MultiPASS™ C30

User's Fast Guide

Paper & Ink

Sheet sizes/weights and
new tanks/cartridges

5

☐ When Scanning

to transmit faxes or send to your PC:

Document size:

width 208 to 216 mm
length 105 to 356 mm

when using A4 size paper,
leave a 4.5 mm border

User's Fast Guide

➤ Fast Familiarisation.

☐ When Selecting Paper

to print incoming faxes, make copies or print documents from your PC:

A4: 210 mm × 297 mm (8.3" × 11.7")
Letter: 216 mm × 279 mm (8.5" × 11")
Legal: 216 mm × 356 mm (8.5" × 14")

- Use 64-90 g/m² weight paper (17-24 lb.)
- Thickness 0.09 to 0.12 mm (0.003 to 0.005")
- Do not use wrinkled or curled paper

Canon Bubble Jet Paper LC-301 is available for monochrome (black/grayscale) and colour of highest quality and with little bleeding of colours.



To keep the paper from curling, do not open paper packs until you are ready to use the paper. Store unused paper from opened packs in a cool, dry location in the original packaging.

User's Fast Guide

➤ Quick Start 14, Loading Paper.

MultiPASS C30 Desktop Manager for Windows User's Guide

➤ Chapter 3, Printing from within Windows Applications

➤ Appendix A, Printer Specifications (including usable printing areas).

Please refer to **Quick Start** for initial use of your MultiPASS

☐ When Selecting Special Papers, Fabrics or Transparencies

The following Canon products are available for best results with the media option settings of your MultiPASS C30:

Plain Paper:	<i>Canon Bubble Jet Paper LC-301</i>	For monochrome (black/grayscale) and colour of highest quality and with little bleeding of colours.
Coated Paper:	<i>Canon Coated Paper LC-101</i>	For highest quality vivid colour. (not for use with the BC-20 Black BJ cartridge).
Transparency:	<i>Canon Transparencies: CF-102</i>	To achieve highest possible colour fidelity projection.
Back Print Film:	<i>Canon Back Print Film BF-102</i>	Mylar based translucent sheet for vivid colour effects with a back lighting device.
High Gloss Film:	<i>Canon High Gloss Film HG-101</i>	For high resolution photographic images with the glossy texture and look of a photograph
Fabric Sheet:	<i>Canon Fabric Sheets FS-101</i>	For printing on textile surfaces to make banners, flags, scarves and various arts and crafts products
T-Shirt Transfer:	<i>Canon T-Shirt Transfer TR-101</i>	Specially produced to transfer prints on to cotton T-Shirts and similar garments.
Glossy Paper:	<i>Canon Glossy Paper GP-101</i>	To yield the highest possible colour fidelity on this type of paper.

MultiPASS C30 Desktop Manager for Windows User's Guide

➤ **Chapter 2, Installing the MultiPASS Desktop Manager Software**

➤ **Page 2-9, Setting the Printing Options**

➤ **Chapter 3, Printing from within Windows Applications**

➤ **Appendix A, Printer Specifications** (including usable printing areas).



For best results printing on Canon special papers etc., follow the instructions included with them.

☐ When Selecting Envelopes

U.S. Commercial N° 10: 9.5" x 4.125"

European DL size: 220 mm x 110 mm

MultiPASS C30 Desktop Manager for Windows User's Guide

➤ **Chapter 3, Printing from within Windows Applications**

➤ **Page 3-6, Printing on Envelopes**

➤ **Appendix A, Printer Specifications** (including usable printing areas).



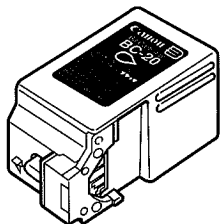
Do not print on envelopes with windows, metal clasps, holes, perforations, double flaps, peel off strips, or envelopes with letters enclosed. Do not print on envelopes that are specially coated or deeply embossed since the ink might streak or run.

Please refer to **Quick Start** for initial use of your MultiPASS

□ Choosing Which BJ Cartridge to Use

Canon offers the following BJ cartridges and ink tanks (BJ cartridges contain the BJ print head and ink, while ink tanks contain only ink).

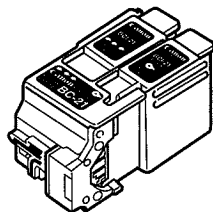
BC-20 Black BJ Cartridge



The BC-20 cartridge incorporates a BJ print head and black ink. One BC-20 is included with the MultiPASS.

The BC-20 cartridge is normally the best choice for most printing (especially draft and monochrome documents). It can print twice as fast as a colour cartridge, with a higher resolution.

BC-21 Colour BJ Cartridge

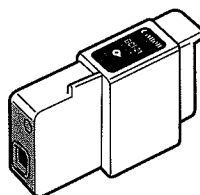


This cartridge incorporates a BJ print head and two replaceable ink tanks (a BCI-21 black and a BCI-21 colour). One BC-21 comes with your MultiPASS. Use the BC-21 when you want to print in colour.



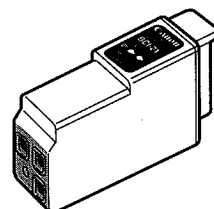
To avoid printing problems, use only Canon BC-20 or BC-21 BJ cartridges. Other cartridges can produce unreliable results. In addition, use only the BCI-21 Black and BCI-21 Colour ink tanks in the BC-21 Colour BJ cartridge.

BCI-21 Black Ink Tank



Purchase this tank from a dealer when the BC-21 Colour BJ cartridge runs out of black ink.

BCI-21 Colour Ink Tank



Purchase this tank from a dealer when the BC-21 Colour BJ cartridge runs out of colour ink.

MultiPASS C30 User's Guide

➡ Page A-12, Maintaining The MultiPASS

- to clean print heads and change cartridges/tanks.

Please refer to **Quick Start** for initial use of your MultiPASS

Notes

Notes

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